



## HYGIENE & SAFETY POLICY AND PROCEDURE

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Dive In Swimming Academy is committed to ensuring our employees and visitors are in an environment that is protecting them from risk of exposure to COVID-19 or any other infectious diseases, these will be taken through the practice of good workplace hygiene.

### WORKER AND VISITOR HYGIENE

It is important that all employees and visitors to Dive In Swimming Academy adhere to our hygiene practices.

Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel. Everyone must wash their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash hands.

Good hygiene also requires everyone to, whilst at Dive In Swimming Academy, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and
- have no intentional physical contact, for example, shaking hands and patting backs.

To enhance good hygiene outcomes, we have:

- developed infection control policy in consultation with our employees. These policies outline measures in place to prevent the spread of infectious diseases at the Dive In Swimming Academy. These have been communicated to all employees.
- place posters near handwashing facilities showing how to correctly wash and dry hands and clean hands with sanitiser, and
- inform employees of workplace hygiene standards that are expected when utilising common areas (cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on meal surfaces, etc.).

## DIVE IN COMMUNITY CONDUCT

For your safety and the safety of all our customers and staff it's really important that everyone who visits our centre is mindful and respectful of each other.

We have outlined to our customers, what is expected of them during their time at our facility.

Maintaining social distancing, placing signage and adjusting the environment to cater to the social distancing requirements.

Reminded all customers and staff the importance of respecting other people

Built a culture of care, respect and responsibility to ensure that everyone feels safe